



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**FIRE ENGINEERING AND INVESTIGATIONS DIVISION**  
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## **CAL FIRE - Office of the State Fire Marshal Portable Fire Extinguisher Advisory Committee Charter**

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### **(A) COMMITTEE GOAL**

To provide coordinated and consistent interpretation and guidance of the Portable Fire Extinguisher (PFE) Program throughout the State of California as set forth by the Office of the State Fire Marshal (OSFM). Recommendations of the committee are non-binding and at the discretion of the OSFM.

### **(B) COMMITTEE MEMBERSHIP**

- (1) The committee chair shall be appointed by the State Fire Marshal.
- (2) Committee members shall be appointed by the State Fire Marshal.
- (3) Committee members shall serve staggered, two-year terms.
- (4) The committee shall be comprised of the Program Coordinator (ex-officio) and representatives from the following organizations:
  - (a) California Fire Chiefs Association (CFCFA) (up to 4)
  - (b) Industry (3 members)
  - (c) Public/End User (universities, property management companies, etc.) (up to 2)
  - (d) Manufacturer/Distributor (Amerex, Badger, Tyco, Brooks etc.) (up to 3)
  - (e) Associations (NFSA, CALSAFE, AFSM, etc.) (up to 3)
- (5) Committee participation is voluntary and there is no expectation of compensation.
- (6) The committee chair will appoint one member as the vice-chair who will act in place of the chair when needed.
- (7) Nonvoting technical advisors and work groups may be utilized by the committee chair and the Fire Engineering & Investigations Division (FE&I) based on a specific need.

### **(C) MEETINGS**

- (1) Location
  - (a) Meetings shall be regularly scheduled in Sacramento.
  - (b) Meetings may be scheduled throughout the state on an as-needed basis.
- (2) Schedule
  - (a) The committee shall, at a minimum, meet bi-annually.
  - (b) Additional meetings can be scheduled on an as-needed basis.
- (3) Meetings will not be cancelled without cause.

(D) COMMITTEE PROTOCOL

- (1) Committee shall comply with Bagley–Keene Open Meeting Act.
- (2) Only items listed on the published agenda as “Motion Required” may be acted upon.
- (3) The committee chair has the authority to set time limits on any agenda item.

(E) PROCESS

- (1) FE&I will provide administrative support to the committee.
- (2) Agenda items should be submitted to the Program Coordinator four weeks before the scheduled meeting date.
- (3) Minutes will be taken at each meeting that capture the essence and actions of the meeting.
  - (a) Draft minutes will be posted on the OSFM website for review by the committee and other interested parties.
  - (b) After approval at the next meeting, final minutes will be posted.

(F) QUORUM

- (1) A simple majority (50% plus 1) of the committee membership shall be a quorum.

(G) RESPONSIBILITY OF THE CHAIR

- (1) Interpretation and decisions are the purview of the chair.
- (2) The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal.